

# *Sunset & Evening Parade*

## **Customer Guide**

for Combat Camera support

### Things your Host will need:

- ☐ **Invitations**
- ☐ **Biographical Posters (Host & GoH)**
- ☐ **Audiovisual support**
  - ☐ **Lecturn w/ microphone**
  - ☐ **DVD for looping video**
- ☐ **Photographer**
- ☐ **Video Team**
- ☐ **Reception Decorative Displays**

### Things Combat Camera will need from you to make your products happen:

- ☐ **All support requests (Reprographics, Graphics, Photo, and Audiovisual) to be made NLT three (3) weeks prior to the parade.**
- ☐ **All text proofed and approved NLT three (3) weeks prior to the parade**

The Parade season is here again!

Everyone is getting geared up. Action officers and parade coordinators are dusting off turnover binders and parade SOPs, wondering what to do first, and who can help.



Combat Camera knows the products that you need and when you need them.

Contained in this guide is a list of products and timelines to help you be ready when it is your time.

**HQMC Combat Camera**  
**703 614-2445**

#### **MISSION STATEMENT**

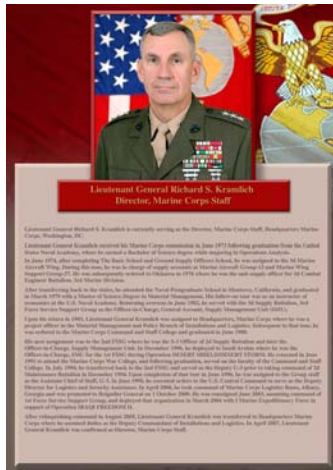
Headquarters Marine Corps Combat Camera provides responsive, innovative visual information services, from acquisition to presentation, to the Commandant, Assistant Commandant, and HQMC Departments and Staff Agencies.



## Graphics Support

Usually, the host and the guest of honor (GoH) will have biographical display boards informing guests about their background and history.

Combat Camera's graphics section can provide the visuals, all you have to do is provide the biographical text and photos three (3) weeks prior to your parade. Photos can be hardcopy 8x10" or high resolution (5x7" to 8x10" at 300dpi) JPGs or PDFs.



## Reprographics Support

Once you have your guest list from the host, you will need invitations. Combat Camera's reprographic section can provide typesetting and printing of invitations. Please allow a minimum of three (3) weeks prior to your parade. If you require driving direction notes to be included with your invitations, the Reprographics section can assist you with those printing needs also.



## Photo Support

Combat Camera's photo section provides historical documentation for all parades; from the reception receiving line to the GoH signing the guest book, our photographers ensure that the key shots are captured for the historical record. Official Representation Funding (ORF) eligible guests of honor will receive a special photographic product that illustrates the events of that night. To check to see if your GoH is eligible for ORF, check with the Special Projects Directorate (SPD). Coordination for photographic support must be requested three (3) weeks prior to your parade.



## Video Support

Video provides a three-camera shoot for historical documentation of these events for the Marine Corps.

Video services are reserved for the Commandant of the Marine Corps, 4-Star Generals, Sergeant Major of the Marine Corps, Director of Marine Corps Staff, and the Deputy Commandants.

## Reception Displays Support

Combat Camera provides a parade coordinator to assist customers with selecting exhibit displays for the parade reception.

The parade coordinator will assist the customer's working party with setup and tear-down instructions of exhibit displays.

Special display requirements beyond those provided by Combat Camera will have to be approved by the head of Combat Camera.



## Audiovisual

Combat Camera's audiovisual section provides a lecturn with microphone for Sunset parade receptions.

Optional services include screen projection via data projections or DVD player; also available is a television on a cart with skirts and a DVD combo unit for looping video.



\* For raised letter printing on invitations contact the Printing & Logistics Branch (ARDE) - 703 614-1712.